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# Your Invitation to a Distinguished Career

... in the  
National Employment Service  
of the Department of Labour, Canada



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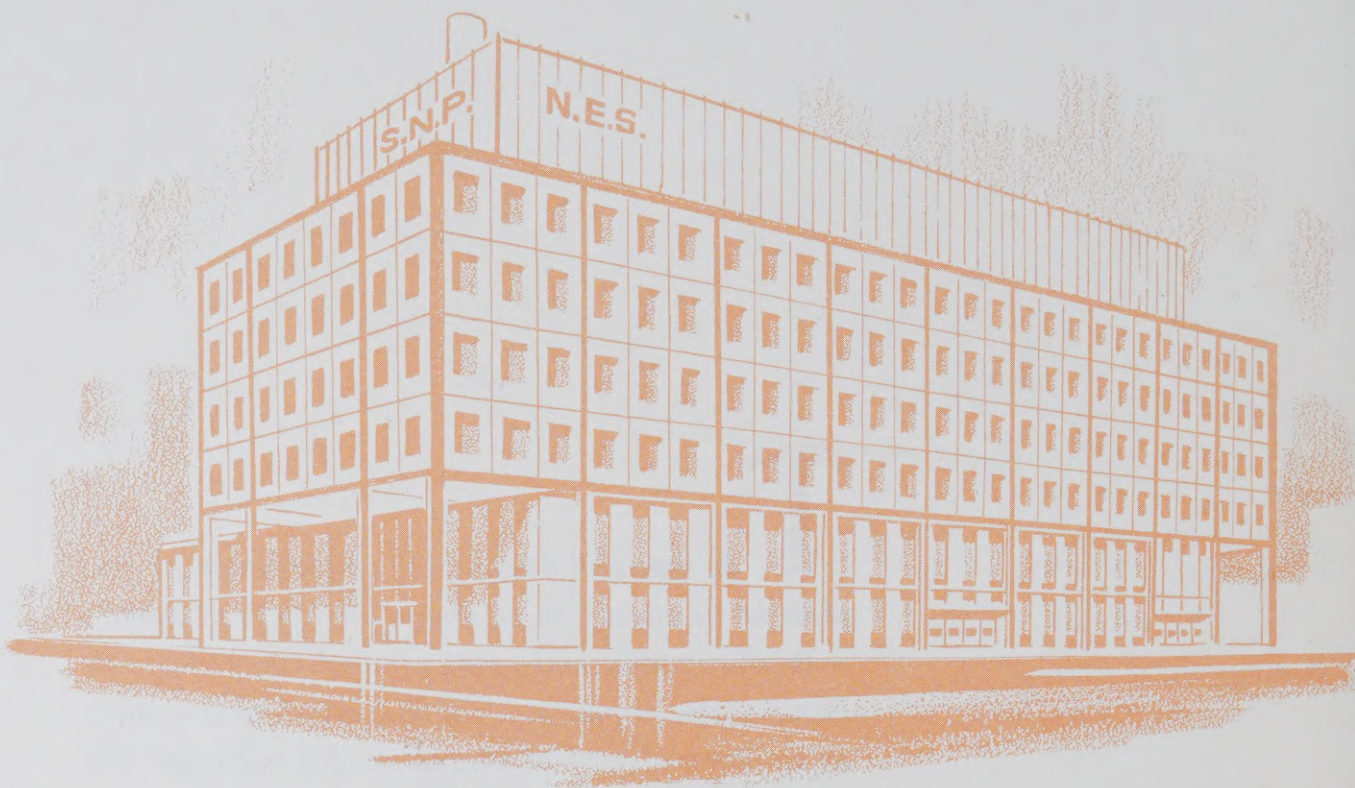
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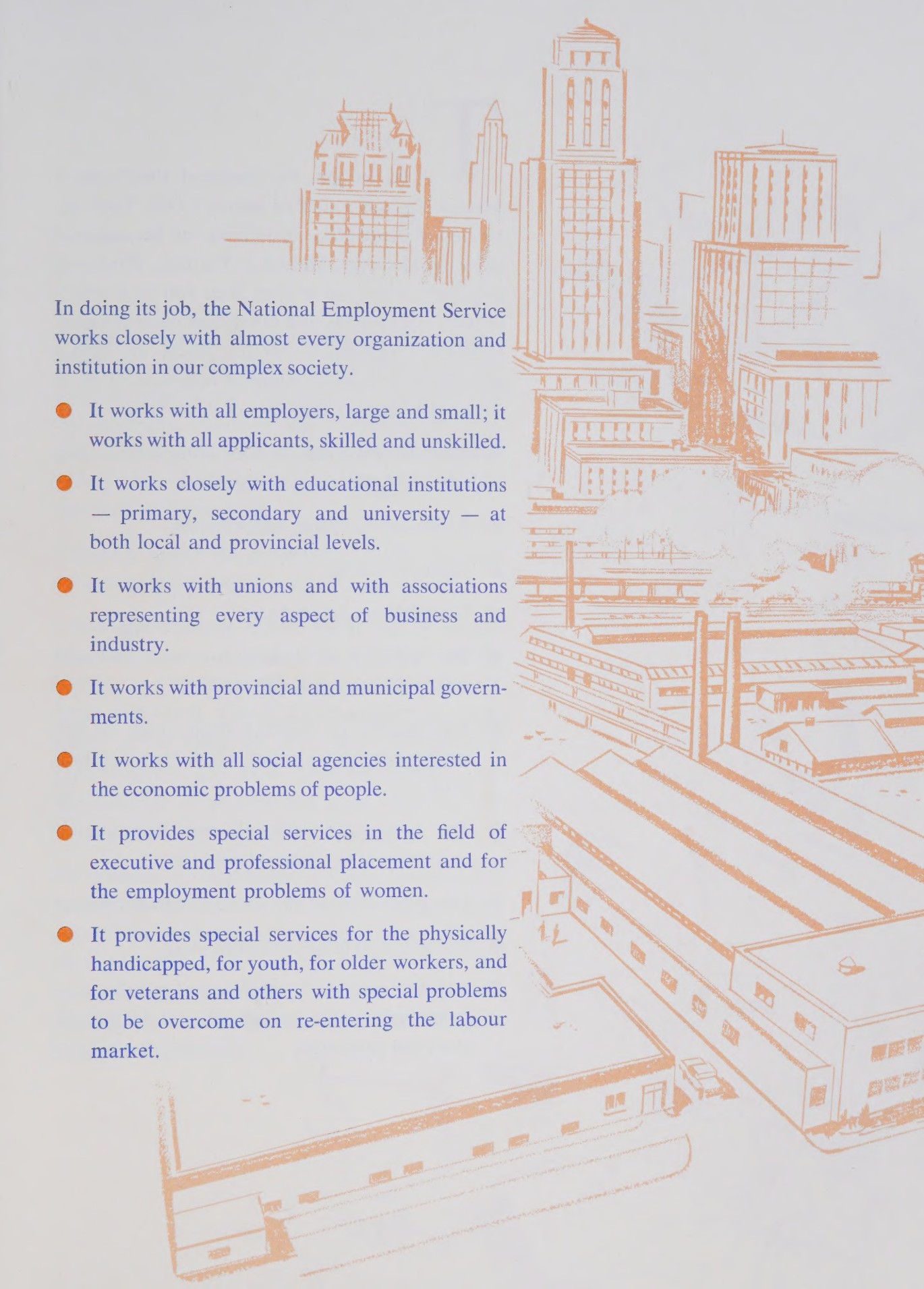
**T**he essential duty of the employment service shall be to ensure, in co-operation where necessary with other public and private bodies concerned, the best possible organization of the employment market as an integral part of the national programme for the achievement and maintenance of full employment and the development and use of productive resources.

— INTERNATIONAL LABOUR ORGANIZATION





**I**f you like to work with people, you will find a rewarding career with the National Employment Service. The National Employment Service is the Branch of the Department of Labour responsible for finding jobs for people and people for jobs. Its aim is the full and efficient employment of the labour force to help ensure maximum productivity in business and industry.



In doing its job, the National Employment Service works closely with almost every organization and institution in our complex society.

- It works with all employers, large and small; it works with all applicants, skilled and unskilled.
- It works closely with educational institutions — primary, secondary and university — at both local and provincial levels.
- It works with unions and with associations representing every aspect of business and industry.
- It works with provincial and municipal governments.
- It works with all social agencies interested in the economic problems of people.
- It provides special services in the field of executive and professional placement and for the employment problems of women.
- It provides special services for the physically handicapped, for youth, for older workers, and for veterans and others with special problems to be overcome on re-entering the labour market.





To do its job, the National Employment Service employs a staff of almost 5,000. They are located at head office in Ottawa; at five regional offices in Moncton, Montreal, Toronto, Winnipeg, and Vancouver; and at more than 200 local offices in every sizeable city and town from coast to coast. National Employment Service offices are linked with the most modern means of communication to ensure the national character of its services.

National Employment Service officers specialize in such employment service functions:

- Personnel recruiting and selection
- Aptitude testing
- Counselling and guidance
- The selection of workers for vocational and technical training and re-training
- The transfer of workers from areas of low employment to localities where they can find work
- The large-scale national and international movement of agricultural workers
- The promotion of the Service with employers
- Publicity and public relations work
- and participation in employment-creating programs such as the annual national winter employment campaign.





Because change is the rule rather than the exception in our economy, future as well as present needs must be considered. Occupational research and the gathering, analysis and dissemination of a vast variety of labour market information are prerequisites to the present and future successful operation of the Service.

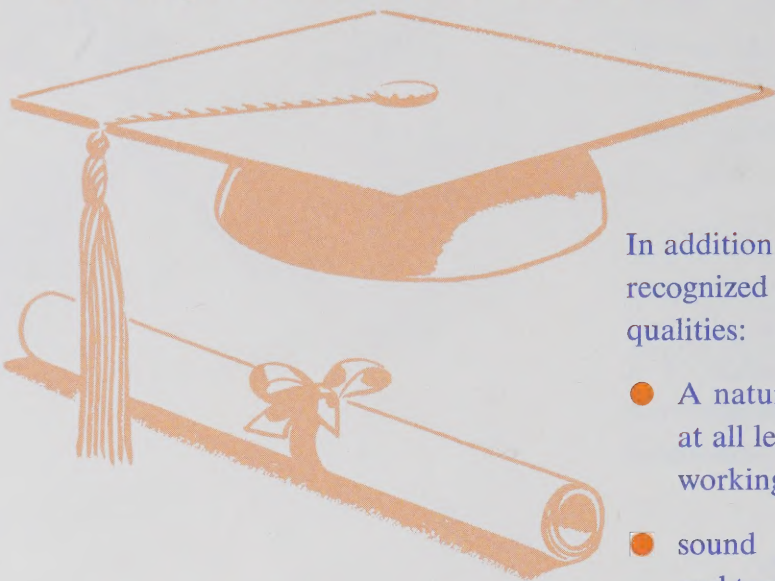
If you can accept the challenge of change, you can grow with the National Employment Service.

While appointments will be made initially to offices at various locations in Canada, IT IS, HOWEVER, A CONDITION OF APPOINTMENT AND SERVICE THAT EMPLOYMENT SERVICE OFFICERS BE WILLING TO SERVE ANYWHERE IN THE DEPARTMENT, AS REQUIRED. This does not mean that you will be moved about in a capricious way.

The personal circumstances of each individual, as well as the good of the Service, are taken into account in working out personnel plans. If you are transferred from one office to another, the costs of moving your family and household effects are paid for under the Government's Removal Expenses Regulations.



## BASIC QUALIFICATIONS REQUIRED:



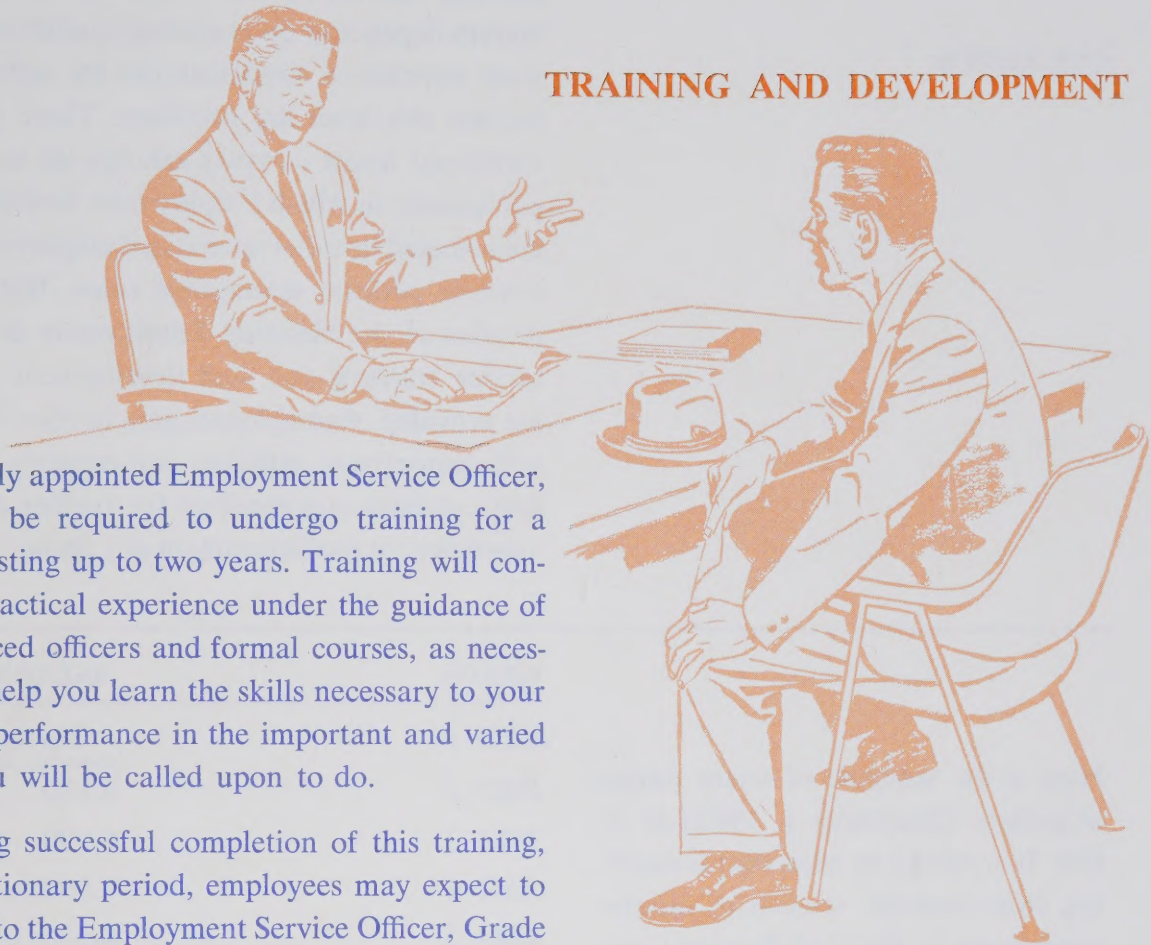
In addition to university graduation in a course of recognized standing, applicants must have these qualities:

- A natural inclination for dealing with people at all levels and the ability to develop effective working relationships with them;
- sound judgement, initiative, resourcefulness and tact;
- the ability to communicate effectively, both orally and in writing;
- analytical ability;
- satisfactory physical condition; and
- a willingness to learn — and work hard.

As a member of the National Employment Service, you belong to a company of forward looking men and women who, while dealing with the ever-changing current needs of the economy, are meeting the challenges of the future; who perform a unique variety of functions that touch every aspect of the labour market and on whose wise counsel depends the vocational happiness of thousands in all walks of life.



## TRAINING AND DEVELOPMENT



As a newly appointed Employment Service Officer, you will be required to undergo training for a period lasting up to two years. Training will consist of practical experience under the guidance of experienced officers and formal courses, as necessary, to help you learn the skills necessary to your efficient performance in the important and varied work you will be called upon to do.

Following successful completion of this training, or probationary period, employees may expect to advance to the Employment Service Officer, Grade 2 level.

At this level, officers may begin to specialize functionally in general placement, vocational guidance, testing, employer relations, research or other activities.

By means of an up-to-date staff development program, officers are helped to acquire the necessary knowledge, maturity and capability to accept increased responsibility that is necessary for advancement to higher grades.

## **SALARIES:**

Starting salaries will be at rates up to \$6,060 per annum depending on academic qualifications and work experience. Opportunities for advancement beyond this level are excellent. There are seven additional levels carrying salaries up to \$13,800 par annum, in which Employment Service Officers are engaged in either specialized employment functions or perform managerial roles. With the expansion of the National Employment Service, in-service training and staff development programs are provided. As employees gain further experience and demonstrate ambition and capacity, they will find excellent opportunities for further career advancement in the Department of Labour.

Here is the schedule of salary ranges at present (December 1, 1965) in effect. It is subject to adjustments resulting from periodic reviews of salaries carried out by the Civil Service Commission.

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<b>GRADE</b>	<b>SALARY RANGE</b>
ESO 1	Up to \$6,060 (Depending on qualifications)
ESO 2	6,180 - 7,320
ESO 3	6,990 - 7,710
ESO 4	7,560 - 8,640
ESO 5	8,520 - 9,600
ESO 6	9,500 - 10,700
ESO 7	10,900 - 12,300
ESO 8	12,300 - 13,800

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## **HOW TO APPLY**

write to:

**The Civil Service Commission, Ottawa**

or

**Chief of Personnel, Department of Labour, Ottawa**

or see

**Your University Placement Officer.**





ROGER DUHAMEL, F.R.S.C.  
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